

## Judicial Information Systems Trial Court System (TCS)

### JUVENILE

Caseload Part 4 Training  
February 2005

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## What's New for 2005 Caseload

- Mandatory Data Entry:
  - Case Age Begins at Petition Authorization
  - Disposition Orders
  - Placement Change Notices
  - Legal Status
  - Jurist Number
  - Removal of FNC Disposition

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## Petition Authorized

- Per caseload instructions:  
“Case age begins on the date the initial petition is authorized by the court.”

Petitioner's signature \_\_\_\_\_

Print or type name \_\_\_\_\_

s. A preliminary inquiry and/or hearing has been conducted. ☒ Yes ☐ No

Date \_\_\_\_\_

Agency/Address \_\_\_\_\_

By: State and zip \_\_\_\_\_

Telephone no. \_\_\_\_\_

re-filing of this petition ☒ is ☐ is not authorized.

Judge/Magistrate \_\_\_\_\_

Star no. \_\_\_\_\_

Do not write below this line - if or court use only

MCJ 600 2050n-600 2050m, MCJ 712n, 2, MCJ 712n, 26, MCJ 712n, 29, MCJ 754 19b, MCJ 3 903A/119, MCJ 3 301, MCJ 3 361, MCJ 3 383

JC 54 (6/05) PETITION

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## Petition Authorized

MITTSJ37 UCIXEIK UCSGEN Environment TEST 1/21/05  
Edit Event

Crt: P 13 13 Jurist: CLATTERBROUGH Bond: Auth: OPEN  
Case: 2003 030011801 DL HENRY MITTS  
Atty: MCXONE Worker: BLACKWOOD CVA  
File: 11/05/2004 Dispose: Reopen: Ctr

Evt: PSH Dte: 11/21/2004 Plea: Dsp: Pgm/Ralt: BUJ Monetary: --  
Pty: JUV 1 Cnt: Atty: Jur: B 90500 Due Dte: --  
Cdt: --  
Form: Register: Receipt: Amount: --

Legal Status: Curfew Time: Weekday: /Weekend: --  
Placement: Type: Custody: B Begin: End: --  
Facility: Spec Rate: Pty: No Charge: --

Schedule Next Action: Next: Date: Time: Jur: Ctrw: --  
Cdt: --

F3=Exit F10=Name F13=Cads F14=More Comments F16=Calc F20=Bonds

## Disposition Orders

Per caseload instructions:

“Adjudication and disposition of a petition is considered complete upon entry of an initial order of disposition or some other dispositive order.”

## Disposition Orders

Approved: SCAD JB CODE: DPP

STATE OF MICHIGAN  
JUDICIAL CIRCUIT - FAMILY DIVISION  
COUNTY

ORDER OF DISPOSITION  
(DELINQUENCY PROCEEDINGS) PAGE 1

CASE NO. PETITION NO. JC 14

Court address

JB CODE: COM

Approved: SCAD JB CODE: COM

STATE OF MICHIGAN  
JUDICIAL CIRCUIT - FAMILY DIVISION  
COUNTY

ORDER OF DISPOSITION  
COMMITMENT OR REFERRAL  
TO FAMILY INDEPENDENCE AGENCY  
(DELINQUENCY PROCEEDINGS) PAGE 1

CASE NO. PETITION NO. JC 57

Division

Approved: SCAD JB CODE: DPP

STATE OF MICHIGAN  
JUDICIAL CIRCUIT - FAMILY DIVISION  
COUNTY

ORDER OF DISPOSITION, CHILD IN HOME  
(CHILD PROTECTIVE PROCEEDINGS)

CASE NO. PETITION NO. JC 17

Court address

JB CODE: DPP

Approved: SCAD JB CODE: DPP

STATE OF MICHIGAN  
JUDICIAL CIRCUIT - FAMILY DIVISION  
COUNTY

ORDER OF DISPOSITION  
CHILD REMOVED FROM HOME  
(CHILD PROTECTIVE PROCEEDINGS) PAGE 1

CASE NO. PETITION NO. JC 26

1. In the matter of (parent's names, DOB) Judge/Referee: 8/7/07

2. Date of hearing: Judge/Referee: 8/7/07

## Disposition Orders

- New for 2005
  - You must create an event (EVT/F6 to create) when the signed Order of Disposition is entered by the Court.
    - This includes JC14, JC25, JC17, JC26, or "some other dispositive order."

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## Disposition Orders

- Since Caseload Part 4 measures the age of each petition from authorization to entry of the Order of Disposition:
  - An event representing the Order of Disposition must be entered on the system.

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## Disposition Orders

MITTSJ37 UCIXE1K UCSGEN Environment TEST  
Edit Event 1/21/05

P 13 13 Jurist: CLATTERBROUGH Bond: Auth: 11/21/2004 A03U  
2003 0300111001 DL HENRY MITTS  
MCXONE Marker: BLACKWOOD CVA  
11/05/2004 Dispose: 12/22/2004 Reopen: Close:

Evt: BEID Dte: 1/21/2005 Plea: \_\_\_ Dsp: \_\_\_ Pgm/Relit: \_\_\_ Monetary: \_\_\_  
Pty: JUV \_\_\_ Cst: \_\_\_ Atty: \_\_\_ Jur: \_\_\_ Due Dte: \_\_\_  
Cst: \_\_\_  
Form: \_\_\_ Register: \_\_\_ Receipt: \_\_\_ Amount: \_\_\_

Legal Status: \_\_\_ Curfew Time: Weekday: \_\_\_ /Weekend: \_\_\_  
Placement: \_\_\_ Custody: N/A Date: \_\_\_  
Facility: \_\_\_

Schedule: \_\_\_  
Next: \_\_\_ Ctrw: \_\_\_  
Cst: \_\_\_

F3=Exit F10=Home F12=Cds F14=More COMMENTS F16=Cate F20=Bonds

Once the signed Order of Disposition is entered by the Court, you must enter it as an event. The date of the event will be the date the Order was entered by the Court.

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## Disposition Orders

- ... but there was no Dispositional Hearing – the petition was dismissed.

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## Other Dispositive Orders

MITTSJ37 UCISEK UCSGEN Environment TEST  
Edit Event 2/07/05

Crt: P 13 13 Jurist: CLATTERBROUGH Bond: Auth: 12/01/2004 OPEN  
W: 2004 0400450901 DL WILSON MITTS  
Marker: ABS

11/01/2004 Dispose:

Evt: NUP Dte: 01/24/2005 Ple: \_\_\_\_\_ FY: \_\_\_\_\_  
Pty: JUV 1 Cnt: \_\_\_\_\_ Attn: \_\_\_\_\_  
Cdt: \_\_\_\_\_  
Form: \_\_\_\_\_ Register: \_\_\_\_\_ Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_

Legal Status: \_\_\_\_\_ Curfew Time: Weekday: \_\_\_\_\_ /Weekend: \_\_\_\_\_  
Placement: Type: \_\_\_\_\_ Custody: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Facility: \_\_\_\_\_ Spec Rate: \_\_\_\_\_ Pty: \_\_\_\_\_ No Charge: \_\_\_\_\_

Schedule Next Action:  
Next: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Jur: \_\_\_\_\_ Ctrm: \_\_\_\_\_  
Cdt: \_\_\_\_\_

F3=Exit F10=Name F11=\_\_\_\_\_ c F20=Bonds

**Note**  
The petition had been authorized

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## Other Dispositive Orders

MITTSJ37 UCISEK UCSGEN Environment TEST  
Edit Event 2/07/05

Crt: P 13 13 Jurist: CLATTERBROUGH Bond: Auth: 12/01/2004 ADJU  
W: 2004 0400450901 DL WILSON MITTS  
Marker: ABS

11/01/2004 Dispose: 1/24/2005 Reopen: \_\_\_\_\_ Close: \_\_\_\_\_

Evt: CLOC Dte: 01/24/2005 Ple: \_\_\_\_\_ Dsp: \_\_\_\_\_ Pgm/Rslt: \_\_\_\_\_ Monetary: \_\_\_\_\_  
Pty: JUV 1 Cnt: \_\_\_\_\_ Attny: \_\_\_\_\_ Jur: \_\_\_\_\_ Due Dte: \_\_\_\_\_  
Cdt: \_\_\_\_\_  
Form: \_\_\_\_\_ Register: \_\_\_\_\_ Receipt: \_\_\_\_\_ Amount: \_\_\_\_\_

Legal Status: \_\_\_\_\_ Curfew Time: Weekday: \_\_\_\_\_ /Weekend: \_\_\_\_\_  
Placement: Type: \_\_\_\_\_ Custody: \_\_\_\_\_ Begin: \_\_\_\_\_ End: \_\_\_\_\_  
Facility: \_\_\_\_\_ Spec Rate: \_\_\_\_\_ Pty: \_\_\_\_\_ No Charge: \_\_\_\_\_

Schedule Next Action:  
Next: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Jur: \_\_\_\_\_ Ctrm: \_\_\_\_\_  
Cdt: \_\_\_\_\_

F3=Exit F10=Name F13=Ceds F14=More Comments F16=Calc F20=Bonds

Close the case (petition) by entering the event code of CLOC.

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## Disposition Orders

- The new event codes are as follows:
  - Using the date that the signed initial order of disposition is entered:
    - In Child Protective Proceedings:
      - You must enter an Event of **OFID** (JC26) or (JC17).
    - In Juvenile Delinquency Proceedings:
      - You must enter an Event of **OFID** (JC14), or **OJC** (JC25)

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## Disposition Orders

- **NOTE**
  - You must continue to enter the Event of DSP when a dispositional hearing is held, to receive proper credit on the Quarterly Activity Report.

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## Placement Change Notices

- In Caseload Part 4 Reporting,
  - There are separate time frames for juveniles who are detained and those who are not.
  - There are separate time frames for children who are in placement and those who are not.

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## Placement Change Notices

- The entry of a Placement Change Notice (PCN Event) is now mandatory each time there is a change in a minor's placement.
  - On the PCN event, it is mandatory that you indicate the minor's custody by entering:
    - "Y" at custody field when a child is in out-of-home placement; or
    - "N" at custody field when a child returned home.

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## Placement Change Notices

The screenshot shows a software interface for entering a Placement Change Notice (PCN). The form includes fields for Event Type (PCN), Date (1/21/2005), Plea, Disposition, Page/Role, Monetary, and various administrative fields like Facility, Rate, and No Charge. Two callout boxes provide instructions: one points to the 'Custody' field with the text 'You must enter a PCN each time a child/juvenile is removed, returned home, or changes placement.' and another points to the 'Custody' field with the text 'Be certain to enter a "Y" in the custody field when the child is in out of home placement, and "N" when the child is returned home.'

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## Legal Status

- Legal Status (on the Edit Event screen) must be entered on the event at which the minor's legal status changes.
  - Once a minor becomes a temporary ward, enter TWC, TWS, or TWA on the event at which the child became a temporary ward.
    - Leave the Status field blank on all other events.

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## Legal Status

MITTS

TEST 1/21/05

Case: 2003 030011001 DL HENRY MITTS

File: 1/05/2004 Dispose: 12/22/2004 Reopen: Close:

Legal Status: TWC Curfew Time: Weekday: /Weekend:

Facility: Type: Custody: N Begin: End: Ptg: No Charge:

Schedule Next Action: Date: Time: Jur: Ctr:

Call: F3-Exit

If a child/juvenile becomes a temporary ward, enter TWC, TWS or TWA in the Legal Status field.

If a juvenile does not become a temporary ward (Consent Calendar Probation, for example), use CTS or PRO in the Legal Status field.

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## Legal Status

- If the child's legal status changes from temporary to permanent ward:
  - Enter PWC, PWA or PWS on the event at which the child became a permanent ward.
  - Leave the Status field blank on all other events.

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## Legal Status

MITTSJ37 UCIXE1K

UCSGEN Environment

TEST 2/14/05

Case: 2003 030010001 NA MITTS

File: 2/9/2003 Dispose: Reopen: Close:

Legal Status: PWS Curfew Time: Weekday: /Weekend:

Facility: Type: Custody: Begin: End: Ptg: No Charge:

Schedule Next Action: Date: Time: Jur: Ctr:

Call: F3-Exit

Indicate when a child becomes a permanent ward by entering PWC, PWS or PWA in the Legal Status field on the event at which the legal Status changed.

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## Jurist Number

- Reporting for Caseload Part 4 will be by Judge.
  - Enter only the **Judge's** bar number at the Jurist field on the juvenile case screen.
  - Each petition must be assigned to a Judge, not a Referee.

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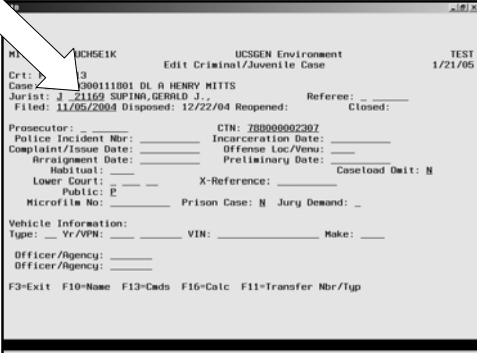
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## Jurist Number



UCJSGEN Environment TEST  
Edit Criminal/Juvenile Case 1/21/05

Crt: 3  
Case: 300011001 DL A HENRY MITTS  
Jurist: 3 21169 SUPPNO, GERALD J.  
Filed: 11/05/2004 Disposed: 12/22/04 Reopened: Closed:  
Prosecutor: CTN: 780000002307  
Police Incident Nbr: Incarceration Date:  
Complaint/Issue Date: Offense Loc/Venu:  
Arraignment Date: Preliminary Date:  
Habitual: Caseload Omit: N  
Lower Court: X-Reference:  
Public: P  
Microfilm No: Prison Case: N Jury Demand: \_  
Vehicle Information:  
Type: \_ Yr/VPN: VIN: Make: \_  
Officer/Agency:  
Officer/Agency:  
F3=Exit F10=Name F13=Ceds F16=Calc F11=Transfer Nbr/Typ

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## Jurist Number

- Referee numbers may still be entered into all other Jurist fields on the system.

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## Summary

- Entry of Dispositional Orders
  - Starting 1-1-05, you must enter an event once the signed Order of Disposition is entered.

If the Order you are entering is:	Use this EVT code:
JC14	OFID
JC25	OJC
JC26	OFID
JC17	OFID

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## Summary

- Placement Change Notices
  - Starting 1-1-05, you must enter a PCN event each time a child is moved.
    - When the child is moving into an out-of-home placement, the PCN event must have "Y" in the Custody field
    - When the child is moving back to in-home placement, the PCN event must have "N" in the Custody field

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## Summary

- Legal Status (on the Edit Event screen) must be entered on the event at which the juvenile/child's legal status changes.
  - If a juvenile/child becomes a temporary ward, enter TWC, TWS, or TWA\*;
  - If the child becomes a permanent ward, enter PWC, PWA or PWS;
    - Leave the Status field blank on all other events.

\*NOTE: If a juvenile does not become a temporary ward (Consent Calendar Probation, for example), use CTS or PRO in the Status field.

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## Summary

- Jurist Number
  - You must enter a Judge's bar number in the Jurist field on the Edit Juvenile Case screen.
    - This was necessitated by the Caseload Part 4 requirement that all cases be reported by Judge.

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## Summary

- Removal of FNC disposition:
  - Effective immediately, FNC is not a valid disposition for a juvenile petition.

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## Preparing for 2005

- For a complete list of updates contained in this release, read
  - **Programming Announcement for Fall 2004**

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## Preparing for 2005

- Charts listing Meaningful Events and the associated Data Entry required for each event are available on our website:
  - **Juvenile Delinquency Proceedings**
  - **Child Protective Proceedings**
  - **Designation Proceedings**
  - **Minor Personal Protection Proceedings**
  - **Juvenile Traffic Proceedings**

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## For Further Assistance

- Check out our website at **[courts.mi.gov/jis](http://courts.mi.gov/jis)**
- Email us at **[tcshelpdesk@courts.mi.gov](mailto:tcshelpdesk@courts.mi.gov)**
- Call us at 888-339-1547, select option 4 for the TCS team
- Fax us at 517-373-7451
- Mail to:
  - Judicial Information Systems
  - Trial Court Team
  - Michigan Hall of Justice
  - PO Box 30048
  - Lansing, Michigan 48909

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